

College & Career Ready Assessment (CCRA)

Frequently Asked Questions

ACT

How do I prepare my school to administer the ACT In-School testing?

All high schools must apply for a *High School Code* from the Educational Testing Center (ETS). This includes all high school correspondence schools and youth facilities. These codes will link students with the school, so student score reports are sent to their home schools. Once approved by ETS, all schools will receive a Level 1 or Level 2 code. A Level 1 designation allows schools to provide only in-school day testing. A Level 2 code allows schools to administer tests on school days or national administration days (a Level 2 Code shows the school has been established as a National Test Center).

How do students register for ACT In-School Day assessment?

The registration process for the ACT In-School Day assessment requires the following steps:

- On September 22, District Test Coordinators will receive a Pre-ID file spreadsheet to register students for the ACT In-School assessment. The completed form must be returned to EED by November 3.
- In early January, all schools will receive an email from ACT to confirm their student count for ACT In-School assessments.
- The week of February 2, schools will receive non-secure materials. These include a student pre-test, which must be completed prior to March 2. This pre-test may take up to an hour to complete.
- The week of February 16, schools will receive secure materials, including pre-code labels with student names to be affixed to the test booklets.

Do students need to bring a photo ID on test day for ACT In-School?

No, a photo ID is not required for ACT In-School testing as long as a faculty member personally recognizes the student. The student can present the ACT Examinee Identification Letter with photo if they do not have a current official photo ID.

If a school receives extra test materials, are there restrictions for their use?

Each school will receive extra test materials (approx. 10% overage). The extra test materials may be used to test “standby students” or replace defective test materials.

What are the test administration times and are students allowed any breaks or lunch during the test administration?

Students will have 3 hours and 30 minutes to take the ACT (plus 30 minutes if students are taking the ACT Plus Writing) including a short break. On a typical test day, the test begins by 8:00 a.m. and ends at about 12:15 p.m.; students taking the ACT Plus Writing are normally dismissed at about 1:00. Staff and examinees may bring snacks and beverages into the test room but may consume them only outside the test room during break.

Are National Test Day (Saturday) testing rules and regulations the same as In-School testing procedures?

Yes. ACT asks Test Center Supervisors to review training materials each year and that they have all staff involved with ACT testing or WorkKeys review the training materials as well. ACT will be providing all training manuals to Test Center Coordinators the first week in October. ACT will email each District Test Coordinator with information on test center establishment (role of Testing Coordinator, school establishment, and the deadline to submit Establishment). Links to the website training manuals will also be provided.

What is the process for students to register for the February 7 ACT National Test Day?

The registration process for the February 7 ACT National Test Day is as follows;

- By November 3, school districts will provide EED with number of students who plan to take the ACT National Test.
- In early December, EED will mail out vouchers to schools for students to use to register.
- Students may register on the Web or by mail.
- ACT will send admission ticket to students' home address. Students must bring their admission tickets and photo ID to the testing center on February 7.
- Vouchers are valid for only the February 7, 2015 test date.

Does an ACT voucher document have detailed registration instructions (webpage address, etc.) on it for students to follow?

Yes. The ACT Voucher for National Test Day will be similar to a gift certificate. The student will register online, or with a paper packet, and enter the code for the payment option.

Note: The ACT Voucher for National Test Day can only be used for Feb. 7. If students register with the ACT Voucher it is their one paid administration regardless of whether they take the test or are absent.

Are accommodations allowed for the ACT?

Yes, ACT –approved accommodations result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities in addition to being used for state and district testing purposes. Only examinees with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-approved accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established legibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

The school's appointed Test Coordinator coordinates submitting individual requests for test accommodations to ACT.

For more information and how to apply for accommodations for students choosing to take the ACT visit: <http://www.actstudent.org/regist/disab/>.

Please note: It can take up to 7 weeks for accommodations to be approved by the ACT.

What are the state-allowed accommodations for the ACT?

State-allowed accommodations result in ACT scores used only for state testing purposes. English language learners who do not have a disability but receive accommodations in school should request

state-allowed accommodations. The results earned are not college reportable. The school's appointed Test Coordinator can submit one group request for state-allowed accommodation materials to ACT.

What are the rules regarding relatives being involved in ACT test administration?

ACT has specific guidelines and restrictions that limit the involvement of family members in test administration and they can be found in the resource listed below.

ACT Administration Manual (page 9)

http://www.act.org/aap/pdf/SADManual14-15_StandardTime.pdf

If I have specific ACT Questions, how can I contact ACT?

For ACT In-School questions contact: Phone: 800.553.6244, ext. 2800

ACT National Test Day customer service: 319.337.1270

Correspondence Schools Frequently Asked Questions

If a correspondence school student wants to take the ACT and the local brick and mortar school is only offering its students the SAT, what is EED's guidance?

There are both in- school options and National Test day options. With guidance from the District Test Coordinator of the school district, the student could go to another location for the test of their choice. Correspondence schools will need to have an agreement with the local brick and mortar school if the student will be taking an in-school test.

Note: Students can register for non-school district sites, such as UAF or UAA, for college assessments on National Testing days (Saturday National Test sites are available at <http://sat.collegeboard.org/register/test-center-code-search> and <http://www.actstudent.org/regist/centers/>).

Will school districts be able to access the information as to which districts are offering all College and Career Ready Assessments?

Yes. When EED has the list of what each school is offering, EED will provide access to all District Test Coordinators to facilitate agreements for in-school testing. EED will also provide the locations of the National Test day sites (SAT January 24 and ACT February 7).